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Office Memorandum • UNITED STATES GOVERNMENT

TO : [REDACTED]

DATE: 5 Oct 60

FROM : C/AIB/RS/TR

SUBJECT: Final Course Reports: Subject of Discussion at OTR Education
Committee Meeting, Thursday, 29 September 1960

1. Members of the Committee agreed that C/PPS would discuss course reporting with the DTR to determine his preference as to:

- a. Which courses will be reported. All? Only new ones? Unique ones? Only when a course has undergone revision, generally a substantive one?
- b. Which method or medium of reporting will be used: A summary in the Weekly Report? Separate report according to an approved format? Detailed format?

2. Basic to this agreement was discussion on the coverage to be included in a report. [REDACTED] presented the text of a proposed OTR Notice dated 24 July 58 (generally unidentifiable by most Committee members) which he said has been used as a reports basis for all Operations Courses at [REDACTED]. Quite a bit of the data corresponded to Dave [REDACTED] outline (on blackboard) of suggested information in a report. Meanwhile, Dave polled the members who are associated with the Schools to determine current procedures. The results:

- IS [REDACTED] - reports submitted on all courses; coverage similar to data in 24 July proposal
- OS-Hqs [REDACTED] - reports submitted on all courses; full details
- FT [REDACTED] - reports submitted on all courses; detailed according to 24 July proposal
- SIC [REDACTED] - reports are made part of the Weekly Report
- LAS [REDACTED] - Area: reports only on a new course or when a significant change is made in the others; no particular format

Language: summarized in Weekly Report

3. A general estimate of the number of reports submitted annually was set at 300.

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